



PROGRAM SPONSOR ALERT

Date: July 30, 2008

Number: 08-04

Subject: Responsibilities of Institutions Offering Educator
Preparation Programs

The Commission on Teacher Credentialing (Commission) approves an institution (college, university, school district, county office of education or other eligible entity) to offer one or more educator preparation programs based on the materials submitted by the institution and its agreement to meet the stated responsibilities. An institution that offers educator preparation programs in California has responsibilities in the following three general areas:

- * Operate all credential programs in a manner that meets the requirements of the Commission's adopted standards and preconditions.
- * Respond to data requests from the Commission
- * Participate in the Commission's accreditation system

These general responsibilities translate into some specific responsibilities which I would like to address in this letter.

Operate all approved credential programs in a manner that meets the standards and preconditions

As an institution approved to offer educator preparation programs, the Dean/Superintendent or other individual identified as the responsible party must ensure that all approved programs operate in a manner that meets all applicable standards and preconditions. The designation of a single individual to be that responsible party for the approved educator preparation entity is required by Precondition #2: Responsibility and Authority. This is true even if one or more of the approved programs is not housed in the same college, school, division, or department as the other approved educator preparation programs. Part of the designated individual's responsibility is to ensure that all appropriate individuals at the institution are aware of all program standards and credential requirements.

To assist you, I encourage you to consider asking all faculty and program personnel responsible for operating an approved educator preparation program to subscribe to the Professional Services Division weekly E-news (PSD-news-subscribe@lists.ctc.ca.gov). This weekly email provides updates on technical assistance opportunities, the development of new standards, and current

policy and programmatic changes the Commission is either considering or has made. Having your faculty and other personnel subscribe to this list is an easy way to ensure all appropriate individuals at your campus have relevant and timely information for each credential area. In addition, the Professional Services Division has developed a Program Sponsor Alert (PSA) to assist approved institutions in accessing current information regarding program requirements. When a PSA is released, it will be emailed to the designated individual for each approved institution, posted on the Commission's web page: <http://www.ctc.ca.gov/educator-prep/PS-alerts.html> , and referenced in that week's PSD E-news.

Provide current contact information for your institution

The Commission attempts to communicate information directly to the Dean/Superintendent or other designated individual through email, US mail, and coded correspondence. As updates are made to program standards or credential requirements, the designated contact is notified through email. When official actions are taken about the institution, the President or Superintendent is notified through US Mail, with a copy to the designated contact person. Therefore accurate names, mailing addresses, and e-mail addresses are critical.

We are asking each institution to keep current the contact information in the Commission's approved program sponsors' database. Institutions can directly update their information through the Commission's webpage as soon as a change in personnel or contact information occurs. Instructions for doing this were emailed to all approved institutions on July 15, 2008, but if you have questions on the procedures to accomplish this, please contact Kathryn Polster (kpolster@ctc.ca.gov). Attached to this email is a one page summary of the update process.

Evaluate coursework, knowledge, and skills and grant equivalency, if appropriate

All approved educator preparation programs have the authority to grant an equivalency when it is appropriate. An equivalency may be granted when the credential candidate can demonstrate the knowledge, skills and/or abilities required by your program to meet one or more program standards or credential requirements. An equivalency, and the basis on which the equivalency was granted, should be noted in the candidate's file. The Commission encourages institutions to use the equivalency process to minimize duplication in candidate coursework. The Commission also recognizes that the use of equivalencies does not automatically result in granting course credits or transferring courses. Those processes remain the sole responsibility of the institution.

If my staff can be of assistance to you, please do not hesitate to contact the Professional Services Division. Should you have any further questions, please contact Teri Clark, Administrator of Accreditation at tclark@ctc.ca.gov. Thank you for your continued commitment to preparing California's educators.